

## GENERAL TERMS AND PROCEDURES

### A. Positions - Board Officers:

#### 1. President (filled)

**Two year term and then assume role as Past-President / Advisory role to the board)**

##### a. Qualifications

1. Good standing membership with the AIA
2. Professional degree in Architecture or related disciplines
3. Minimum of 5 years of professional experience in Architecture
4. Past experience serving as a board member on similar organization
5. Knowledge of the professional community being serviced
6. Commitment to the Society's mission and strategic direction
7. A commitment of Time

##### b. Roles and Responsibilities

1. The President will supervise the other Officers and the Board in the execution of their duties and will normally preside at all General Meetings and meetings of the Board. The president may act as spokesperson for the Society subject to the direction and policies of the board. The President is an ex-officio member of all committees established by the Board.

##### c. Anticipated time commitment

1. Anticipated time commitment will vary and depend upon the Society's Calendar of Activities / Initiatives.
2. The following principal duties are undertaken by the President.
3. Prepare for, participate, and preside over Board Meetings. (1) per month.
4. Primary Contact for AIA National and AIA IR. Varies - approx. (4) hours per month.
5. Provide support to other Officers, Directors, Volunteers - as needed - in dealings with AIA National, AIA IR, and Industry Partners. Varies - approx. (3) hours per week.
6. Oversee assigned initiatives as agreed to with Board. Varies - approx. (3) hours per week.

##### d. Other considerations

1. The Person who completed a full term as President immediately prior to the current President, may, if he or she consents and continues to be qualified in accordance with ByLaw 8.2, continue as Past-President and the term of such Person as a Director will be automatically extended until a new Past-President arises, or until two (2) years from the expiry of his or her most recent elected term as a Director.
2. The Past-President will assist the President and Vice-President in the performance of his or her duties and will, in the absence or inability of the President and Vice-President, perform those duties. The Past-President will also perform such additional duties as may be assigned by the Board.

**2. Vice President (filled)****Two year term****a. Qualifications**

1. Good standing membership with the AIA
2. Professional degree in Architecture or related disciplines
3. Minimum of 5 years of professional experience in Architecture
4. Past experience serving as a board member on similar organization
5. Knowledge of the professional community being serviced
6. Commitment to the Society's mission and strategic direction
7. A commitment of Time

**b. Roles and Responsibilities**

1. The Vice-President will assist the president in the performance of his or her duties and will, in the absence or inability of the President, perform those duties. The Vice-President will also perform such additional duties as may be assigned by the Board.

**c. Anticipated time commitment**

1. Anticipated time commitment will vary and depend upon the Society's Calendar of Activities / Initiatives.
2. The following principal duties are undertaken by the Vice-President.
3. Prepare for and participate in Board Meetings. (1) per month.
4. Preside over Board Meetings in absence of President.
5. Assist President as point of contact for AIA National and AIA IR. Varies - approx. (4) hours per month.
6. Assist the President in providing support to other Officers, Directors, Volunteers - as needed - in dealings with AIA National, AIA IR, and Industry Partners. Varies - approx. (3) hours per week.
7. Oversee assigned initiatives as agreed to with Board. Varies - approx. (3) hours per week.

### 3. Secretary (filled)

#### Two year term

#### a. Qualifications

1. Good standing membership with the AIA
2. Professional degree in Architecture or related disciplines
3. Minimum of 5 years of professional experience in Architecture
4. Past experience serving as a board member on similar organization
5. Knowledge of the professional community being serviced
6. Commitment to the Society's mission and strategic direction
7. A commitment of Time

#### b. Roles and Responsibilities

1. The Secretary will be responsible for making the necessary arrangements for:
2. The issuance of notices of meetings of the Society and the board;
3. The keeping of minutes of all meetings of the Society and the Board;
4. The custody of all records and documents of the Society, except those required to be kept by the Treasurer;
5. The maintenance of the register of Members; and
6. The conduct of the correspondence of the Society.

#### c. Anticipated time commitment

1. Anticipated time commitment will vary and depend upon the Society's Calendar of Activities / Initiatives.
2. The following principal duties are undertaken by the Secretary.
3. Prepare and participate in Board Meetings. (1) per month.
4. Prepare and distribute Board Meeting Minutes. (1) per month.
5. Oversee assigned initiatives as agreed to with Board. Varies - approx. (3) hours per week.

#### d. Other considerations

1. You need to have exemplar communication skills, in particular in business writing

#### **4. Treasurer (vacant Jan 2024)**

##### **One position for a two year term (Jan 2024 – Dec 2025)**

##### **a. Qualifications**

1. Good standing membership with the AIA
2. Professional degree in Architecture or related disciplines
3. Minimum of 5 years of professional experience in Architecture
4. Past experience serving as a board member on similar organization
5. Knowledge of the professional community being serviced
6. Commitment to the Society's mission and strategic direction
7. A commitment of Time

##### **b. Roles and Responsibilities**

1. The Treasurer will be responsible for making the necessary arrangements for:
  - a. The keeping of such financial records, reports, and returns, including books of account, as are necessary to comply with the Act and the Income Tax Act; and
  - b. The rendering of and reporting on financial statements to the Directors, Members, and others, when required.

##### **c. Anticipated time commitment**

1. Anticipated time commitment will vary and depend upon the Society's Calendar of Activities / Initiatives.
2. The following principal are undertaken by the Treasurer:
  - a. Prepare for and participate in Board Meetings. (1) per month.
  - b. Oversee assigned initiatives as agreed to with Board. Varies - approx. (3) hours per week.

**B. General requirements for all board officers:**

1. Abide by the ByLaws, code of conduct, conflict of interest and other policies that apply to the Board and the Society
2. Participate in the review of the Society's mission and objectives in the development of a strategic plan
3. Support governance decisions once made
4. Help the Board monitor the performance of the Society in relation to its mission, objectives, core values, and reputation
5. Participate in the approval of the annual budget and monitor the financial performance of the Society
6. Help establish, review, and monitor operational policies
7. Identify prospective Board Members / Officers and possibly help recruit them
8. Participate in the evaluation of the Board itself (annual Board self-evaluation)
9. Contribute to the work of Board as the Leader/Member of a Committee
10. Attend and participate at the Annual General Meeting
11. Be an ambassador for the Society
12. Keep informed about issues relevant to the profession to help keep current the mission and objectives of the Society

**C. Introduction to the Election System:**

1. The Election System for AIA Canada Society Board is a multi-step process that begins on the first Monday in September when nominations open and continues until the fourth Monday of October when the election closes.

**D. Nomination:**

1. **Open now**
  - a. Any eligible member can be nominated.
    1. Any member eligible to participate in the Annual Meeting may be nominated for the positions.
  - b. A Member may NOT nominate him or herself.
  - c. Candidates can only be nominated for one position.
  - d. Nominations for the roles may be submitted:
    1. by the Board of Directors; or
    2. by any AIA chapter located outside the United States; or
    3. through a petition containing the signatures of five eligible members.
  - e. All nominations should be submitted to the AIA Canada Society Secretary.
    1. Nominations are done through the Nominations Forms which are delivered via e-mail to [rommy@aiacanadasociety.org](mailto:rommy@aiacanadasociety.org)
  - f. Only after the Secretary has verified the completion of the application, will they become candidates for that seat in Board.

**E. Election:**

1. The Election Period runs for two weeks and uses electronic ballots. Electronic ballot will be sent via email to the most current email address of each member on file.
  - a. The electronic ballot will be a link to Survey Monkey.
2. Electronic Voting Platform: Survey Monkey

**E. Results:**

1. Once the election period closes, two members of the Association are appointed by the Secretary to act as scrutineers.
2. Votes are tabulated within three days of the election, after which the Secretary certifies and advises the membership of the election results.
3. In the event of a tie between two (2) or more eligible nominees for the position, the scrutineers will place one (1) ballot marked for each tied nominee into a suitable container and the Chair will draw one (1) ballot from the container at random, and the selected nominee will be elected to the final vacant position.
4. When there is no more than one candidate for each role, they will be considered elected by acclamation.

**F. Recount**

1. Not applicable

**AIA CANADA SOCIETY  
CANDIDATE NOMINATING PETITION (TREASURER)  
JAN 2024 – DEC 2025**

We, the undersigned members of the AIA Canada Society in good standing

Do hereby nominate

\_\_\_\_\_

*(Name of Nominee)*

For the office of **TREASURER** of the AIA Canada Society.

	PRINTED NAME	Signature	Member Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**COMPLETED PETITIONS SHOULD BE SUBMITTED TO:**

**AIA Canada Society  
at [rommy@aiacanadasociety.org](mailto:rommy@aiacanadasociety.org)**

**AIA CANADA SOCIETY  
CANDIDATE BIOGRAPHY AND PLATFORM  
JAN 2023 – DEC 2024**

**EXPERIENCE**

Provide **AIA Relevant Experience**: past AIA activities and posts (*please include elected offices, committee experience, and dates*); community activities (*please list up to five organizations and dates of involvement, as well as any offices held*); other relevant activities of note.

**PLATFORM**

Provide **Platform**: What you intend to do during your term as an elected officer of the AIA Canada Society Board (*please indicate position you are nominated for*), planned initiatives, agenda, etc.

**PROFESSIONAL BACKGROUND**

Provide **Professional Background**: education, military experience, professional experience (*include firm name and dates of engagement*); jurisdiction(s) in which you are licensed.

**PICTURE**  
(send file separately)

Formal head-and-shoulders  
photo; Coloured

JPEG and PNG format at  
resolution 300 dpi  
recommended

Name, AIA Designation

**POSITION**

(Please check only  
ONE box)

**TREASURER**

**NAME**

*Name, AIA Designation*

**COMPLETED FORM SHOULD BE SUBMITTED TO:**

**AIA Canada Society**  
at **rommy@aiacanasociety.org**